



Enlisted Evaluations



REFERENCE



BUPERSINST 1610.10 (Series)



TYPES OF REPORTS

FITNESS REPORT & COUNSELING RECORD (E7 - 06)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix)	2. Grade/Rate	3. Desig	4. SSN
5. ACT TAR INACT AT/ADSW/ 265	6. UIC	7. Ship/Station	8. Promotion Status
9. Date Reported			
Occasion for Report		Period of Report	
10. Periodic	11. of Individual	12. Reporting Senior	13. Special
14. From:	15. To:		
16. Not Observed	Type of Report	17. Regular	18. Concurrent
Report		Ops Cdr	
19. Ops Cdr	20. Physical Readiness	21. Billet Subcategory (if any)	NA
22. Reporting Senior (Last, F M I D)	23. Grade	24. Desig	25. Title
26. UIC	27. SSN		

Fitness Report & Counseling Record * E7 - 06

Qualifications			
34. EQUAL OPPORTUNITY: Fairness, respect for human worth.	NOB	<ul style="list-style-type: none"> Displays personal bias or engages in harassment. Tolerates bias, unfairness or harassment in subordinates. Lacks respect for EO objectives. Interferes with order and discipline by disregarding rights of others. 	<ul style="list-style-type: none"> Always treats others with fairness and respect. Does not condone bias or harassment in or outside of workplace. Supports Navy EO objectives. Contributes to unit cohesiveness and morale.
35. MILITARY BEARING/CHARACTER: Appearance, conduct, physical fitness, adherence to Navy Core Values.	NOB	<ul style="list-style-type: none"> Consistently unsat appearance. Unsatisfactory demeanor/conduct. Unable to meet one or more physical readiness standards. Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT. 	<ul style="list-style-type: none"> Excellent personal appearance. Exemplary demeanor or conduct. Complies with physical readiness program, within all standards. Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT.
36. TEAMWORK: Contributions to team building and team results.	NOB	<ul style="list-style-type: none"> Creates conflict, unwilling to work with others, puts self above team. Fails to understand team goals or teamwork techniques. Does not take direction well. 	<ul style="list-style-type: none"> Reinforces others' efforts, meets with commitments to team. Understands team goals, employs good teamwork techniques. Accepts and offers team direction.
37. MISSION ACCOMPLISHMENT AND INITIATIVE: Taking initiative, planning, prioritizing, achieving mission.	NOB	<ul style="list-style-type: none"> Lacks initiative Unable to plan or prioritize. Does not maintain readiness. Fails to get the job done. 	<ul style="list-style-type: none"> Takes initiative to meet goals. Plans/prioritizes effectively. Maintains high state of readiness. Always gets the job done.

NAVPER 1610/2 (7-95)

EVALUATION REPORT & COUNSELING RECORD (E1 - E6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix)	2. Rate	3. Desig	4. SSN
5. ACT TAR INACT AT/ADSW/ 265	6. UIC	7. Ship/Station	8. Promotion Status
9. Date Reported			
Occasion for Report		Period of Report	
10. Periodic	11. of Individual	12. Promotion/ Frocking	13. Special
14. From:	15. To:		
16. Not Observed	Type of Report	17. Regular	18. Concurrent
Report		Ops Cdr	
19. Ops Cdr	20. Physical Readiness	21. Billet Subcategory (if any)	NA
22. Reporting Senior (Last, F M I D)	23. Grade	24. Desig	25. Title
26. UIC	27. SSN		

Evaluation Report & Counseling Record * E1-E6

product.			
35. EQUAL OPPORTUNITY: Fairness, respect for human worth.	NOB	<ul style="list-style-type: none"> Displays personal bias or engages in harassment. Tolerates bias, unfairness or harassment in subordinates. Lacks respect for EO objectives. Interferes with order and discipline by disregarding rights of others. 	<ul style="list-style-type: none"> Always treats others with fairness and respect. Does not condone bias or harassment in or outside of workplace. Supports Navy EO objectives. Contributes to unit cohesiveness and morale.
36. MILITARY BEARING/CHARACTER: Appearance, conduct, physical fitness, adherence to Navy Core Values.	NOB	<ul style="list-style-type: none"> Consistently unsat appearance. Poor self-concept, conduct resulting in disciplinary action. Unable to meet one or more physical readiness standards. Fails to live up to one or more Navy Core Values: HONOR, COMMITMENT, COURAGE. 	<ul style="list-style-type: none"> Excellent personal appearance. Exemplary representative of Navy. Excellent or outstanding PRT. A leader in physical readiness. Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT.
37. PERSONAL JOB ACCOMPLISHMENT/INITIATIVE: Responsibility, quantity of work.	NOB	<ul style="list-style-type: none"> Needs prodding to attain qualification or finish job. Prioritizes poorly. Avoids responsibility. 	<ul style="list-style-type: none"> Productive and motivated. Completes tasks and qualifications fully and on time. Plans/prioritizes effectively. Reliable, dependable, willingly accepts responsibility.

NAVPER 1610/2 (7-95)

SN 0106-LF-019-7400



GRADED ON 5.0 SCALE

- 1.0 being the lowest
- Grades 1.0 must be specifically justified by comments
- 3.0 represents performance to full navy standards
- Higher grades are reserved for performance which significantly exceeds standards



REPORTING REQUIREMENTS

- E1 - E6
 - Receive evals annually and mid-term counseling
- E7 - E9
 - Receive fitreps annually and mid term counseling



REPORTING REQUIREMENTS

40. Individual Trait Avg. Total of trait scores divided by number of graded traits.

41. I recommend this individual for (maximum of two): Assignment in Rating, Sea Special Programs, Shore Special Programs, Commissioning Programs, Special Warfare Programs, Rating Instructor Duty, Other. (Be specific.)

42. Signature of Rater (Typed Name & Rate): I have evaluated this member against the above performance standards and have forwarded written explanation of marks 1.0 and 5.0.

43. mus

Comments
lower case.

Promotion Recommendation

**Block 45 or 42 on rear of
form**

44.

PROF
Recd

45.
IND

46.
SUM

49. Signature of Senior Rater (Typed Name & Rate): I have reviewed the evaluation of this member against these performance standards and have provided written explanation to support marks of 1.0 and 5.0.

50. Signature of Reporting Senior

Date:
51. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement." I intend to submit a statement. I do not intend to submit a statement.

Date:

52. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report



REPORTING REQUIREMENTS PROMOTION RECOMMENDATION

Pay Grad	NOB	Significant Problem	Progressing	Promotable	Must Promote	Early Promote
E1-E4		No Limit				20%
E5						
E6		No Limit			40%	20%
E7-E8		No Limit			30%	20%
E9						

- All these are maximum limitations, but commands do not have to use if members do not meet the categories



COMMAND RESPONSIBILITIES

- Reporting senior
 - CO's are reporting senior by virtue of their command authority
 - CO's may submit authorized reports on any members who reported to them for duty



COMMAND RESPONSIBILITIES

- Timely submissions
 - Enlisted are due the 15th of the month
 - Officers at the end of the month

S	M	T	W	T	F	S
				3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Active Duty

Must be mailed within
15 days of ending
date

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



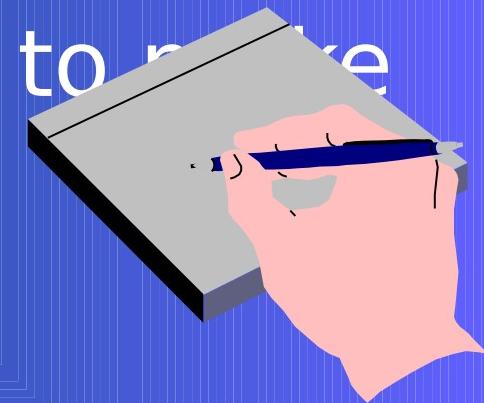
Inactive Duty

Must be mailed within
30 days of ending



MEMBER'S SIGNATURE ON EVALUATION/FITNESS REPORT

- Gives member an opportunity to review
- Member can check the block to make a statement
- Member's signature does not imply agreement or satisfaction. Certifies the member has seen the report





INDIVIDUAL RESPONSIBILITIES AND RIGHTS

- **Responsibilities**
 - Ensure reports are done for continuity of career and record is up to date
- **Rights**
 - Submit input
 - Right to submit statement to the record within 10 days of report or within 2 years



PERFORMANCE COUNSELING

- Purpose
 - To enhance personal development and improve communication with all members within command
 - Should have a frank and open discussion of individual performance with reference to the performance traits
 - FEEDBACK from member is an important element



PROCEDURES

- Members should complete personal appraisal prior to counseling session
- the counseling worksheet does not have to be typed
- Minimum complete block 1, 29-32



PROCEDURES

- Supervisors discuss performance elements as they relate to the 7 performance traits and sub-categories
- Address members strengths and shortcomings
- Address specific problems and solutions
- Encourage further development
- Address the 3 P's - Praise, Performance, Problems



RESERVE-SPECIFIC CONTENT

- Mobilization Readiness
- AT / ADT / ADSW period
- Civilian employment and civic activities which illustrate or enhance the members value to the Navy



Review

Any Questions?